

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reminder of Current and Upcoming Planning Requirements

FROM:

OL/IMSS

EXTENSION

NO.

DATE

01 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Paul

2.

Clayton

3.

Walt

4.

John

5.

Mike

6.

Luree

7.

Betty

8.

9.

10.

11.

12.

13.

14.

15.

The attached memo was sent out recently to the OL divisions and staffs. IMSS needs to respond to this memo as well. Please note the next due date for your milestone charts (30 June) and see if you can come up with any good topics for the Quarterly.

Paragraph one is for real. We must have your 3rd Quarter activities by 21 June firm i.e., info about the latest progress of FCS, CLAS, etc., etc., etc. We will be operating under a much tighter timeframe this time around.

Thanks,

04/INSS  
Official

MEMORANDUM FOR: Chief, Personnel & Training Staff, OL  
 Chief, Procurement Management Staff, OL  
 Chief, Security Staff, OL  
 Acting Chief, Agency Contracts Group, OL  
 [redacted]  
 Chief, Facilities Management Division, OL  
 Acting Chief, Printing & Photography Group, OL  
 Chief, Real Estate & Construction Division, OL  
 Chief, Supply Division, OL

STAT

STAT

FROM: [redacted]  
 Chief, Information & Management Support Staff, OL

SUBJECT: Reminder of Current and Upcoming Planning Requirements

REFERENCE: FY 88 OL Planning Calendar and Planning Guide

STAT

1. The next OL Quarterly has been scheduled for 28 and 29 July 1988 in the Headquarters Auditorium [redacted] respectively. At the request of the D/L, this Quarterly and those for the future will be held much closer to the end of the quarter than in the past. This Quarterly is being held 3 weeks earlier than usual, which will significantly impact upon the amount of time we will have to prepare and coordinate presentations, and have slides made. Accordingly, please forward to IMSS by 21 June 1988 a synopsis of your 3rd-Quarter FY 88 significant activities to date, listed in the order of their importance. Pertinent statistics for the quarter must be forwarded to IMSS by 6 July. Due to the new stepped up schedule, you may need to gather statistics earlier than usual. Hopefully, this will enable us time to prepare the quarterly activities update and have slides made in time for the "Dry Run" on 15 July. Please adhere to these due dates.

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2. As in the past, individual presentations in the OL Quarterly will precede the quarterly activities update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call [redacted] no later than 10 June --earlier if possible--with suggested topics and speakers.

3. This is also to remind you that updated milestone charts, as of the end of the 3rd Quarter FY 88, for all your FY-88 Directorate- and Office-level objectives are due in IMSS by 30 June 1988. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

4. Please type at the bottom of each milestone chart a brief description of activity on the objective during the 3rd Quarter FY 88, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

STAT  
STAT  
STAT

5. If you have any questions, please contact [redacted]  
 [redacted]. Thanks once again for your support.

SUBJECT: **Reminder of Current and Upcoming Planning Requirements**

Distribution:

- 1 - Each Addressee
- 1 - O-D/L
- 1 - C/B&FB/OL
- 1 - **OL/IMSS Official**
- 3 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
- 1 - OL Reader

STAT OL/IMSS  ( 88)

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 Acting Chief, Agency Contracts Group, OL

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STAT OL/IMSS:  88)

QUARTERLIES SCHEDULEEND OF 1ST QTR

31 DEC

1ST QTR FY87

26 + 27 FEB ( DAYS)

DRY RUN: 19 FEB (30 DAYS)

1ST QTR FY88

23 + 24 FEB ( DAYS)

DRY RUN: 10 FEB (26 DAYS)

END OF 2ND QTR

31 MAR

2ND QTR FY87

27 + 28 MAY ( DAYS)

DRY RUN: 14 MAY (30 DAYS)

2ND QTR FY88

21 + 22 APR ( DAYS)

DRY RUN: 13 APR (8 DAYS)

END OF 3RD QTR

30 JUN

3RD QTR FY87

20 + 21 AUG ( DAYS)

DRY RUN: 10 AUG (27 DAYS)

3RD QTR FY88

28 + 29 JUL ( DAYS)

DRY RUN: 15 JUL (9 DAYS)  
2:00END OF 4TH QTR

30 SEP

4TH QTR FY87

19 + 20 NOV ( DAYS)

DRY RUN: 9 NOV (26 DAYS)

4TH QTR FY88

27 + 28 OCT ( DAYS)

DRY RUN: 17 OCT (10 DAYS)

ILLEGIB

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ILLEGIB



on initiative

FY 88 OL Planning Calendar (cont'd)

- Oct*  
~~Nov~~ - 4th Qtr OL Quarterly Dry Run
- STAT  
 Nov ~~87~~ - 4th Qtr FY ~~87~~ OL Quarterly - Headquarters. *DDA Mgmt. Staff OL develops its budget for 2-3 years into future. The Budget for 1-2 years into future 25X1 to Congress for Review. Narrative sections are to be developed by OL/B&F + OL/IMSS with input from OL divs staff.*
- Nov ~~87~~ - 4th Qtr FY ~~87~~ OL Quarterly -
- Mid*  
 Dec ~~87~~ - Input for DCI's Annual Report to Congress (usually due in the DDA's office by the end of December). *years into future 25X1 to Congress for Review. Narrative sections are to be developed by OL/B&F + OL/IMSS with input from OL divs staff.*
- Early*  
 Dec ~~87~~ - *Submit* Suggested topics and speakers for 1st Qtr FY 88 OL Quarterly *to D/L*
- Last workday in*  
 Dec ~~87~~ - Updated milestone charts, as of end of 1st Qtr, ~~1988~~, for each Directorate- and Office-level objective.
- JAN/FEB 88*  
 JAN ~~88~~ - *FINAL RANKING OF INITIATIVES*
- Jan ~~88~~ - Submit one-page summary descriptions of proposed new initiatives to DDA for Comptroller.
- Mid Dec*  
 Jan ~~88~~ - Report of 1st-Qtr activities - to be used in update of significant activities at OL Quarterly.
- Jan/Feb ~~88~~ - Comptroller review of proposed new initiatives. *INIT. RANKINGS CPB-4 CPB-5*
- MAR*  
 Feb ~~88~~ - OL Executive Conference.
- STAT*  
 Feb ~~88~~ - *1st QTR OL Quarterly dry run*
- Feb ~~88~~ - 1st Qtr ~~88~~ OL Quarterly - Headquarters.
- Feb ~~88~~ - 1st Qtr ~~88~~ OL Quarterly -
- Feb ~~88~~ - Submit updates of ongoing initiatives to DDA for Comptroller, *INCLUDING UPDATE OF CPB-4 FORMS*
- Early*  
 Mar ~~88~~ - *Submit memo fm D/L to DDA MGMT. STAFF WITH RANKING OF NEW* Suggested topics and speakers for 2nd Qtr ~~88~~ OL Quarterly.
- Last workday in*  
 Mar ~~88~~ - Updated milestone charts, as of end of 2nd Qtr, for each Directorate- and Office-level objective.
- MAR ~~88~~ - WRITE "NINE LINERS" *NEW* INITIATIVES

~~ADDITIONAL FORMS DUE IN IMSS.~~

INITIATIVES AND CPB-5 FORMS FOR EACH.

*April - Program Plan/Call for 2 years into future goes to Comptroller for review*  
*April - Comptroller review of Budget for 2-3 years in future*

~~FY 88 OL Planning Calendar (cont'd)~~*Mid MAR*

~~12 APR 88~~ - Report of 2nd-Qtr activities - to be used in update of significant activities at OL Quarterly.

Apr 88 - Submit DA Standard Support Requirements initiatives to DDA for Comptroller.

*Mid MAY* - BEGIN MAKING ARRANGEMENTS FOR OL PLANNING CONF. IN OCTOBER

~~12 MAY 88~~ - Updated portions of OL Emergency Procedures.

~~22 APR 88~~ - *2nd QTR OL Quarterly Prog Run*  
~~22 APR 88~~ - 2nd Qtr FY 88 OL Quarterly - Headquarters.

~~22 APR 88~~ - 2nd Qtr FY 88 OL Quarterly -

*Early*  
~~12 JUN 88~~ - Suggested topics and speakers for 3rd Qtr ~~FY 88~~ OL Quarterly.

*Last working in*

~~12 JUN 88~~ - Updated milestone charts, as of end of 3rd Qtr, for each Directorate- and Office-level objective.

*July* - *ICS & OMB review of budget for 2-3 years in future.*

~~12 JUL 88~~ - Report of 3rd-Qtr activities - to be used in update of significant activities at OL Quarterly.

~~12 JUL 88~~ - Updated portions of "OL Yellow Pages."

*JUL*  
~~12 JUL 88~~ - *3rd Qtr OL Quarterly Prog Run*  
~~12 JUL 88~~ - 3rd Qtr ~~FY 88~~ OL Quarterly - Headquarters.

*JUL*  
~~12 JUL 88~~ - 3rd Qtr ~~FY 88~~ OL Quarterly -

*AUG*  
~~12 AUG 88~~ - WRITE PREMATURE FY SIGNIFICANT ACTIVITIES FOR DDA MGMT.  
~~12 SEP 88~~ - Proposed topics and speakers for 4th Qtr ~~FY 88~~ OL Quarterly.

*Early Sep*  
~~12 SEP 88~~ - *for 4 years in advance*  
~~12 SEP 88~~ - ~~R&D~~ requirements - for submission (via the DDA) to DS&T.

STAFF  
 (CAN BE  
 UPDATED  
 AT END  
 OF FY)

*Last working in*  
~~12 SEP 88~~ - Updated milestone charts, as of end of 4th Qtr, for each FY 88 Directorate- and Office-level objective.

*Early Sep* - IMSS sends memo to divs. + staff asking for proposed additional budget initiatives for 1989, in advance + new for three yrs. in advance, and for objectives, projects + studies for the

~~These items are due in IMSS.~~ *covering fiscal year*

## Notes Regarding the Budget Process

### 1. The Budget cycle is as follows:

a. Program Plan or Program Call - is the initial submission of the budget that is basically what the component wants. It goes forward to the Comptroller for Agency review and comes back with their comments.

b. Budget Estimate - is the second shot based on feedback. IC Staff and OMB review. It comes back with OMB's comments.

c. Congressional Budget - goes to Congress and the President. It is the third shot at the budget.

### 2. Timing:

a. October-November-December -1989/90 Program Plan or Program Call goes for Agency review. We will get ExDir guidance. At the same time, 1988/89 went to OMB and is on the way to the President. 1987 Budget is being executed. We receive apportionment.

b. January-February-March - 1989/90 - DCI gives final guidance. DD's review Initiatives. We develop our Budget. 1988/89 goes to Congress for hearings. We must respond in writing or in verbal briefings. 1987 - Comptroller review.

c. April-May-June - 1989/90 Plan goes to the Comptroller. ICS 1/4 review of Initiatives and make decisions. 1988/89 - hearings and goes to the President. 1987 - Comptroller review.

d. July-August-September - 1989/90 - ICS review and OMB review. 1988/89 - President signs the bill. 1987 - Comptroller review.

### 3. There are three parts to the Budget:

a. Base - Salaries, rent, supplies, furniture. Rent, utilities of most offices, and most supplies and materials of other offices. Ongoing Initiatives become part of the Base. Repairs and renovations are part of the Base. OL has three Consolidated Expenditure Funds(?)--one for OL, one for [ ] and one for the Inman project. (The Base may be changed due to inflation factors.)

b. Ongoing Initiatives - means Initiatives that were "new" in a previous year (already approved in the Program Call). We should get something in writing from the Project Officer regarding status.

Notes Regarding the Budget (continued)

c. New Initiatives - means Initiatives that were proposed for the first time in that year.

3. In 1986 and 1987, Initiatives were done for 4 years instead of 3 years. The Initiatives we came up with at the OL Conference are actually "Proposed" Initiatives. The "New Initiatives" in the Budget for 1989 and 1990 are actually Initiatives and have been approved. They take the form of Ongoing Initiatives. Any Additional Initiatives that are OL additionally proposed Initiatives for 1989 and OL new and proposed Initiatives for 1990 are "Proposed" Initiatives.

FY87 - Ongoing and New Initiatives.

FY88 - Ongoing and New Initiatives (already approved in the Program Call).

FY89 - Ongoing and New Initiatives (already approved in the Program Call).

FY89 - Additionally Proposed OL Initiatives.

FY90 - Newly Proposed OL Initiatives.

4. Standard Support Requirement (SSR) - This is a summary to show how much logistics support is required for so many additional people. The SSR's are both money and people.

5. Zero Initiative - is a forewarning of a new Initiative that will be coming in a later year. Zero-based items are large items requiring funding that we foresee for perhaps 5 years hence and that we include in the Budget to alert Congress that we will be asking for funds in the year when the money will be required.

6. Hard Unfunded - items or Initiatives which are added to the Budget for which no money was included in the Budget. These funds must be supplied by all the Directorates. This means that something was expended requiring resources that you cannot get out of the Base. The Comptroller will get the money from the Budget of another component that is involved. The Comptroller has authority up to \$10 million. Any expenditure over this amount requires Congressional approval.

6. Surge Funding - When you have extra money at the end of the fiscal year, you can let it go back to the Comptroller or you can buy materiel you had planned to buy next year. That gives you extra money in the Budget for the next year.

A - PLANNING  
- CALENDAR

B - PLANNING  
GUIDE

C - FIVE-YEAR  
PLAN

D - D/L ACTION  
PLAN



E - 30 MAR 87  
STATUS